

Gifted Integration Specialist

- e. Communicate with appropriate staff and parents regarding GIEP progress, special needs and concerns related to students.
- f. Provide student materials for instruction and/or assessment.
- g. Collaborate with appropriate professional staff to address individual needs and make recommended modifications for students.
- h. Serve as a mentor for the development and implementation of independent projects for identified academically gifted students and mentor/facilitator internships and other academic enrichment activities.
- i. Develop and assist with the implementation of gifted cluster and/or Gifted Seminar activities.
- j. Instruct within the general education classroom to provide differentiation for gifted and high achieving students.
- k. Work in cooperation with the classroom teachers to co-teach in the general Classroom.

INDIVIDUAL PLANNING

- a. Assist students with the selection of appropriate courses for their pathway.
- b. Assist with scholarship searches and applications when applicable.
- c. Assist students in making informed decisions, incorporating interests, abilities and educational goals with support from career assessments including providing high school students with career related internships.
- d. Assist students in recognizing their areas of strength, areas in need of improvement and areas of giftedness.
- e. Support students in decisions making and empowering them toward self-advocacy and actualization.

CONSULTATIVE SERVICES

- a. Consult with teachers, parents and students to identify students' unique needs.
- b. Utilize referral sources, school-based and community-based, to address mental health, substance abuse, crises, employment / training and other needs.

MISCELLANEOUS RESPONSIBILITIES

- a. Collaborate with appropriate professional staff to address individual or group needs and make recommended modifications for students.
- b. Assist with standardized testing and interpretation.
- c. Perform other duties as directed by the Director of Pupil Personnel, Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.

Gifted Integration Specialist

- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Gifted Integration Specialist

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.